

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING MARCH 19, 2019

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Tuesday, March 19, 2019.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 5:33pm. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Ms. White moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve the minutes of February 21, 2019, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$290,981.34, page 4155, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$198,591.82, page 4157, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$211,978.52, page 4158, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$198,632.38, page 2237, seconded by Ms. White and unanimously carried.

Mrs. White moved to approve payroll of \$194,461.31, page 2238, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

E. Acceptance of New York State Annual Report for Public and Association Libraries-2018.

Ms. White moved to accept report, seconded by Mrs. Bensimon and unanimously carried.

## VII. COMMUNICATIONS

No communications to report.

## VIII. DIRECTOR'S REPORT

**Administration**

A *Stop the Bleed* program for staff was presented by a volunteer from the Red Cross. This outstanding program presented life-saving techniques for bleeding and choking emergencies.

The New York Library Association's *Library Advocacy Day* held in Albany was a great opportunity to introduce library initiatives to two newly elected representatives as well as two more seasoned representatives.

After much discussion, the AARP Tax-Aide coordinators have instructed their volunteer preparers to replace the name of the library on tax returns to "AARP FOUNDATION TAX-AIDE" while retaining the library address as the tax preparation site.

The movie *Generation Zapped* investigates the potential dangers of prolonged exposures to radio frequencies from wireless technology. Several patrons, particularly concerned with the effects on health of the newest wireless technology known as 5G, have requested to show this movie at the library. The Library has 3 copies of the movie in the circulating collection as well.

**Buildings and Grounds**

The ceiling in the Northport Café has been freshly painted and new window shades have been installed just in time for the spring sun.

New soft seating has replaced the well-used furniture in the Northport Reading Room. Additional soft seating is also available in the expanded Listening Center located on the mezzanine of the Northport building. New electrical outlets with USB ports have also been added to this area for patrons to charge their portable devices.

**Network and Systems**

Collaboration with the educational Funding Group is ongoing in order to obtain E-rate discounts on data and networking purchases.

During a firmware upgrade a hard drive failed in the East Northport Storage Area Network (SAN). A spare hard drive from the retired Northport SAN provided the needed replacement for East Northport with minimal downtime.

**Circulation**

The Long Island Aquarium and American Museum of Natural History vouchers are moving well.

Renewals continue to increase a monthly basis since the auto renewal feature was implemented.

**Community Services**

The library was the site of the unveiling of the *Flowers of Love* art panel in the Northport Community Room. This piece was created by Northport High School students, supported by a grant from the Huntington arts Council, to commemorate the victims of the Parkland High School shooting that occurred a year ago on Valentine's Day. There were 200 patrons in attendance for the performance of the Northport High School chorus and dance troupe. Representatives from *March for Our Lives* and *Moms Demand Action* also made presentations.

Popular cabaret couple Paul and Rochelle Chamlin presented a delightful Valentine's Day show of love songs spanning several genres from Broadway and American songbook standards to pop for 33 patrons in attendance.

Retired and Senior Volunteer Program (RSVP) of Suffolk offered *Tai Chi for Arthritis and Fall Prevention* for seniors who wanted to mitigate arthritic symptoms, improve their balance, and work on fall prevention. This evidence-based program is sponsored by the New York Department of Health.

**Adult and Teen Services**

*Everyday Spanish* and *Dynamic English* programs have become so popular that they are outgrowing the quiet study room in East Northport. Plans are being made to relocate this expanding group to the community room on the lower level.

The Friday movies had steady turnouts for *Night School* and *The Old Man and the Gun* but the showing of *Bohemian Rhapsody* surprised us all with over 100 attendees in Northport and 65 in East Northport.

The Nintendo Switch video game collection is expanding to now include games for Microsoft's Xbox and Sony's PS4. Unlike the initial collection only consisting of games rated "E" for everyone and "T" for teen there will be "M" for mature games to appeal to new adults. Games rated "M" may only be checked out by patrons with borrowing access level 3.

**Children and Family Services**

It was snowing in the Children's Room this month with our *Indoor Snowball Toss* take home craft. Two-hundred take home craft kits were distributed by the third day of their availability. Also during the school winter break, 28 kids enjoyed making *Melted Snowman Cookies*, while others had fun creating *Wacky Winter Crafts*.

The Library hosted another *Stuffed Animal Sleepover*. Thirty-seven patrons participated in the evening storytime and then said goodbye to their stuffed friends who ran amuck through the library after closing. A PowerPoint displayed photos documenting the stuffed friends riding the elevator on a book cart, knocking down dominos, and other mischievous adventures.

The 22<sup>nd</sup> Annual Design a Bookmark Contest drew 181 entries making the selection of 12 winners extremely difficult.

**IX. PERSONNEL REPORT**

Ms. White moved to approve "E. Other" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the personnel report addendum, seconded by Mrs. Bensimon and unanimously carried.

**X. REVISION OF MEETING ROOM POLICY**

Mrs. Bensimon moved to approve revision to Meeting Room Policy (see attached), seconded by Mrs. McGrail and unanimously carried.

**XI. UNATTENDED CHILDREN POLICY**

Mrs. McGrail moved to approve Unattended Children Policy (see attached), seconded by Ms. White and unanimously carried.

**XII. REVISION OF UNATTENDED PACKAGE/ITEM POLICY**

Ms. White moved to approve revision of Unattended Package/Item Policy (see attached), seconded by Mrs. Elsas and unanimously carried.

**XIII. OTHER BUSINESS**

Mr. Olney informed the Board that newly elected Senator Jim Gaughran will be speaking at the Elwood Library Thursday April 11, 2019 at 8:30am.

Ms. White read a letter from a teen, relating her positive experience while participating in the *Battle of the Books* program offered at another library. Ms. White expressed her disappointment that the program is no being offered at this library.

XIV. DATES OF FUTURE MEETING

Tuesday	April 2, 2019	9:00am-9:00pm	Library Vote & Election of Trustee
Thursday	April 18, 2019	10:00 am	Regular Meeting

XV. ADJOURNMENT

Mrs. McGrail moved to adjourn meeting at 7:15pm, seconded by Ms. White and unanimously carried.

Respectfully Submitted,

  
Georganne White  
Secretary

**PERSONNEL REPORT  
ADDENDUM**  
Approval of the Following Personnel Matters  
March 19, 2019

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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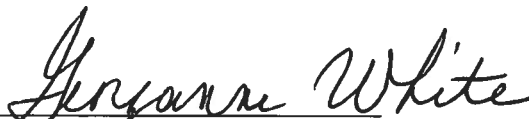
**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Request for Leave of Absence**

Ashley Door	Page/\$12.00 hr.	Circulation – EN	04/17/19 – 04/26/19
Patrick Haubeil	Page/\$12.00 hr.	Circulation – NPT	04/19/19 – 04/24/19
Anna Segal	Page/\$12.00 hr.	Circulation – NPT	04/19/19 – 04/26/19

Report approved by Board of Trustees

  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
March 19, 2019

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<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Requests for Leave of Absence**

Vincent Catalano	Guard/\$21.39 hr.	Security	03/03/19 – 03/12/19
Kathleen Kelly	Café Worker/\$12.50 hr.	Community Services	03/30/19 – 05/03/19
Ciara Murphy	Page/\$12.00 hr.	Circulation – NPT	04/16/19 – 04/25/19
Jillian Sepessy	Page/\$12.00 hr.	Youth & Family Svcs.	04/16/19 – 04/27/19

Report approved by Board of Trustees

  
 Secretary

**LIBRARY BOARD MEETING  
MARCH 19, 2019**

**ACCOUNTS PAYABLE**

<b>4155 2/26/19</b>	<b>\$ 290,981.34</b>	<b>Two Hundred Ninety Thousand, Nine Hundred Eighty One Dollars, &amp; Thirty Four Cents</b>
<b>4157 3/6/19</b>	<b>\$ 198,591.82</b>	<b>One Hundred Ninety Eight Thousand, Five Hundred Ninety One Dollars, &amp; Eighty Two Cents</b>
<b>4158 3/19/19</b>	<b>\$ 211,978.52</b>	<b>Two Hundred Eleven Thousand, Nine Hundred Seventy Eight Dollars, &amp; Fifty Two Cents</b>

**PAYROLL REGISTER**

<b>2237 2/22/19</b>	<b>\$ 198,632.38</b>	<b>One Hundred Ninety Eight Thousand, Six Hundred Thirty Two Dollars, &amp; Thirty Eight Cents</b>
<b>2238 3/8/19</b>	<b>\$ 194,461.31</b>	<b>One Hundred Ninety Four Thousand, Four Hundred Sixty One Dollars, &amp; Thirty One Cents</b>





# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Tuesday, March 19, 2019, at 5:30 PM** in the Board Conference Room. The Public Information Night will follow in the **Northport Community Room** at 7:30 PM.

## AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion required)
- VI. Financial Secretary & Treasurer's Report
  - A. Approval of warrants (Motion required)
  - B. Acceptance of payroll registers (Motion required)
  - C. Review of monthly expenditures
  - D. Review of statistical summary
  - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2018 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of Meeting Room Policy (Motion required)
- XI. Unattended Children Policy (Motion required)
- XII. Revision of Unattended Package/Item Policy (Motion required)
- XIII. Other Business
- XIV. Date of next library board meetings:  
Tuesday, April 2, 2019, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee  
Thursday, April 18, 2019, 10:00 AM – Regular Meeting
- XV. Adjournment



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## MEETING ROOM POLICY

1. Subject to the rules and regulations set forth below, the Meeting Rooms of the Northport-East Northport Public Library located at 151 Laurel Avenue, Northport, and 185 Larkfield Road, East Northport, shall be available to individuals and groups for meetings or presentation of programs, ideas, topics, issues, or entertainment which serve or advance the Library's purpose of encouraging the free and open exchange of ideas and expression of thought and creativity.
2. The primary purpose of the Library's meeting rooms is to serve as a venues for Library sponsored services, programs, and activities. Library sponsored services, programs, and activities shall have priority over all other activities. The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.
3. Application to use the Library's meeting rooms must be made in writing by an adult on the form provided for this purpose at least two weeks in advance of the intended use. The meeting room application form must be signed by a library district resident. No application shall be considered officially approved until it is signed by the Library Director, or other person designated by the Board of Trustees, and returned to the applicant.
4. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or programs.
5. Due to the limitations of the facility, use of the meeting rooms is restricted to district residents only.
6. The applicant must certify that the meeting rooms shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations.
7. The meeting rooms shall be used for non-profit purposes and shall not be used for conducting business or commercial transactions or for the personal profit of the applicant.
8. All meetings and events held in the Library meeting rooms shall, subject to capacity constraints, be open to all library patrons. However, the organization conducting the event or meeting may limit active participation in the event or meeting to members of the organization. Prior to any meeting where active participation is limited to members, the organization shall provide the Library Director with a list of members of the organization. In such event, non-member patrons shall be permitted to observe but not participate in the event or meeting.
9. The meeting rooms are available only during hours when the library is open to the public. Library-sponsored programs and activities take precedence in assignment of the meeting rooms and may supersede any program scheduled.
10. Use of Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. All publicity and/or media coverage for events in the Library, whatever the source, must be submitted to the Community Services Librarian for authorization prior to issuance or coverage. The Library may only be mentioned as a location, not as the sponsor of an event nor as the headquarters of an organization, in all announcements or publicity relating to a meeting room event. The Library's telephone number may not be given to obtain further information regarding a non-library sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Community Services Librarian at least 48 hours prior to intended distribution. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.
11. The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults.

12. The Library may grant permission for the use of Library-owned media equipment if such equipment is available and not scheduled for use at a Library-sponsored program. However, such equipment must be requested at the time of application.
13. The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities in violation of any law or use regulation. The determination by said Library official is final. The Library Director, or designated representative, is authorized to call upon appropriate security personnel or law enforcement agency to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.
14. No admissions fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use of the facilities will not be granted for fundraising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees. Such permission shall be deemed extraordinary.
15. The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity. The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.
16. People attending functions are restricted to the designated meeting rooms and other public areas.
17. There will be no charge for use of the meeting rooms during the Library's regular hours of opening. Extended use (up to two hours) after the Library's normal hours of operation may be requested in advance by the applicant. Should such permission be granted, the applicant will incur a charge of \$50 for each hour, or fraction thereof, that the applicant intends to use the meeting room. ~~Under no circumstances will use be approved beyond two hours after the Library's regular closing hour.~~ Checks payable to the Library for this purpose must accompany the application. No refunds will be made except in the event of cancellation of the activity by the Library or cancellation of the activity by the applicant at least 48 hours prior to the scheduled activity.
18. The meeting rooms must be left in a neat and orderly condition. If not, a written notice will be given to the group that a second offense will result in its being denied further use of the meeting rooms.
19. The service of light refreshments is permitted, provided the ~~kitchen unit meeting room~~ is cleaned by the applicant following the program. Prior approval must be given. Alcoholic beverages are specifically prohibited. ~~Vaping, smoking, and use of any incendiary device~~ is not permitted.
20. The meeting rooms are not intended for parties and/or celebrations.
21. ~~Personal Liability~~ ~~Whenever library buildings are used there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees and/or the contracting organization for personal liability.~~ The Library Board of Trustees carries a public liability insurance policy to protect the library in case legal action is brought by any person injured on Library property. It is possible that organizations using the property may be sued for personal injury. Each organization should, therefore, protect itself by having a temporary insurance policy protecting it against such legal action. The signature on the bottom of the application is acknowledgment by the organization that it recognizes this responsibility.
22. ~~Indemnification~~ By execution of the meeting room application, the applicant ~~hereby indemnifies~~ agrees to indemnify and defend the Northport-East Northport Public Library and its Board of Trustees and employees from any liability or claim arising from the applicant's use of the meeting rooms, and agrees to hold the library, its Board of Trustees, and employees harmless from any claim, lawsuit, or liability which arises from such use, including but not limited to, any attorney's fees, costs, or expenses incurred by the library in connection with defending any claim arising from the applicant's use.
- ~~23. The Library Board of Trustees may deny permission to use the Library meeting rooms to any group that proves to be disorderly or that violates these regulations.~~
24. Additional stipulations may be imposed by the Library, as may be deemed necessary. Final decision on the use of the meeting rooms shall be made by the Library Board of Trustees. The final and sole interpretation of this policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.



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### UNATTENDED CHILDREN POLICY

The Northport-East Northport Public Library urges parents and caregivers to remember that the library is a public building, **therefore**, children should, ~~therefore~~, not be left unattended.

Parents or caregivers, not the library staff, are responsible for the behavior of children using the library. Parents or caregivers will be notified if their children are left unattended and require supervision. If parents or caregivers are unavailable, proper authorities will be contacted.



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### UNATTENDED PACKAGE/ITEM POLICY

The Northport-East Northport Public Library reserves the right to remove an unattended package from the location where it is found and to inspect such package.

When an unattended package/item is discovered, **notify Security** ~~should be notified~~. The Security Guard, together with the Librarian-in-Charge ~~or~~ **and** Administration, may inspect the unattended package/item for any identification which will facilitate the return of the item to its rightful owner. **If Security has concerns about the contents of an unattended package/item, they should consult with the Librarian in Charge and contact Administration.**

If an unattended package/item is deemed suspicious, ~~do not hesitate to~~ call the police. If the police are called, the building will need to be evacuated.